

## **ALCOHOL AND DRUG PROFESSIONAL COUNSELOR SUPERVISOR**

**Recruitment #19-001568-0004**

**DEPARTMENT** DJS Western Region - State Operated Facilities

**DATE OPENED** 10/10/2019 08:30:00 AM

**FILING DEADLINE** 11/22/2019 11:59:00 PM

**SALARY** \$68,529.00 - \$84,552.00/year

**EMPLOYMENT TYPE** Full-Time

**HR ANALYST** Bonnie Smith

**WORK LOCATION** Garrett

### **GRADE**

18

### **LOCATION OF POSITION**

Department of Juvenile Services

Meadow Mountain Youth Center, 234 Recovery Rd., Grantsville, MD 21536

Savage Mountain Youth Center, 164 Freedom Lane, Lonaconing, MD 21539

### **Main Purpose Of Job**

The purpose of the Alcohol and Drug Professional Counselor Supervisor position is to provide clinical supervision to assure compliance with the Department of Juvenile Services (DJS) Committed Programs, DJS Behavioral Health Services Policies, Processes and Standards of Procedures, the Seven Challenges fidelity measures, Alcohol and Drug Abuse Administration policies and COMAR regulations for the Alcohol and Drug Counselors in the Western Region that include the Youth Centers, Western Maryland Center and Victor Cullen Center and otherwise designated by DJS. This position focuses on establishing and maintaining the highest standards in the Twelve Core Functions of the Alcohol and Drug Counselor. The position provides clinical and managerial services in the Western Region and serves as an immediate backup for clinical supervision and management of substance abuse services in the Western Region and otherwise designated by DJS for the Substance Abuse Coordinator of the Western Region. The Alcohol and Drug Professional Supervisor is a supervisory position that will be responsible for providing a full range of counseling services to youth detainees who have the severe/complex substance issues. The incumbent will be responsible for

providing treatment services, which includes treatment planning with the youth detainee to help identify and rank problems; establish immediate and long term goals and determine a suitable treatment process. The Alcohol and Drug Professional Counselor Supervisor will also conduct individual, group and family counseling. The incumbent will also be responsible for comprehensive case management duties that aligns treatment resources for the youth. The Alcohol and Drug Professional Counselor Supervisor will provide crisis intervention and substance abuse education to juveniles who are being treated for substance abuse issues. The Alcohol and Drug Professional Counselor Supervisor will supervise and train other Alcohol and Drug Counselors across the various levels of the profession; in which evenings, weekends, and some holidays and on call work schedules may be required.

## **MINIMUM QUALIFICATIONS**

**Education:** Determined by the Maryland State Board of Professional Counselors and Therapists under the requirements for Certified Professional Counselors-Alcohol and Drug.

**Experience:** Determined by the Maryland State Board of Professional Counselors and Therapists under the requirements for Certified Professional Counselors-Alcohol and Drug.

## **DESIRED OR PREFERRED QUALIFICATIONS**

Experience providing substance abuse treatment to at-risk youth

Experience supervising Behavioral/Mental Health Professionals

## **LICENSES, REGISTRATIONS AND CERTIFICATIONS**

1. In accordance with Health Occupations Title 17 and Code of Maryland Regulations 10.58.07, candidates placed in this classification must be either certified or licensed by the Board of Professional Counselors and Therapists as a Certified Professional Counselor-Alcohol and Drug or Licensed Clinical Alcohol and Drug Counselor.

2. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

## **SPECIAL REQUIREMENTS**

Employees are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

## **SELECTION PROCESS**

Please make sure that you provide sufficient information on your application to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after the date.

## **EXAMINATION PROCESS**

The assessment will be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related experience and education. Applicants who meet the Minimum Qualifications will be placed on the eligible list categorized as Qualified, Better Qualified, or Best Qualified. Candidates shall be certified to the eligible list for a period of one year. This list will be used by the DJS hiring agency to select employees.

If you have completed education outside the US, you will need to provide proof of the equivalent American education as determined by a foreign credential evaluation service.

## **BENEFITS**

### **STATE OF MARYLAND BENEFITS**

## **FURTHER INSTRUCTIONS**

Online application process is STRONGLY preferred. A paper application may be mailed to the address below or faxed to the fax number below. If you choose fax or regular mail you must include on each page of the attachment your First and Last Name, the Recruitment Number that is located at the top of the bulletin and the last 4 digits of your SS#. Resumes will not be accepted in lieu of completing the online application or paper application. Applications must be received by the closing date no postmarks will be accepted. Incorrect application forms will not be accepted:

Maryland Department of Juvenile Services

OHR-Recruitment and Examination Unit

One Center Plaza

120 W. Fayette St.

Baltimore, MD 21201

Attn: Bonnie Smith

Fax Number 410-333-4188

TTY Users: call via Maryland Relay

The resulting Certified Eligible List for this recruitment may be used for similar positions in this or other state agencies.

Should additional information regarding this recruitment be required, please contact DJS Office of Human Resources at [djs.careers@maryland.gov](mailto:djs.careers@maryland.gov). Include the Recruitment Number that is located at the top of the bulletin.

As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.

Bilingual applicants are welcome to apply for all recruitments.

DJS values the experience gained by Veterans while serving our country. Veterans are welcome to apply for all current recruitments.

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45 Calvert Street, Annapolis, MD 21401

300-301 West Preston Street, Baltimore, MD 21201

Toll Free (800) 705-3493